

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

REVENUE CLERK

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$16.86 PER HOUR

**APPLICATIONS WILL BE ACCEPTED THROUGH
WEDNESDAY, APRIL 19, 2023**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Revenue Clerk

Revenue Commissioner

RC/3
Grade: 10

JOB SUMMARY

This position performs clerical and customer service duties in support of the tax assessment and collections process.

MAJOR DUTIES

- Collects real estate, business personal property, and ad valorem taxes by mail, in person, and through online payments.
- Balances cash drawer daily.
- Answers telephone and greets visitors; provides information and assistance; refers to appropriate personnel or relays messages.
- Prints and prepares tax notices for mail.
- Researches and resolves customer problems and issues.
- Process name changes.
- Sorts and distributes mail.
- Maintains and updates department files and records.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of property tax assessment and collection principles.
- Knowledge of relevant local, state, and federal laws.
- Knowledge of customer service principles and practices.

- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Code of Alabama, the State of Alabama Appraisal Manual, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for the department's tax assessment and collection functions. Success in this position contributes to the efficiency and effectiveness of office operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.